2nd June 2010

Pompallier Catholic School

Tutor teacher meeting minutes

Richard Wilkinson TT – tutor teacher

Stacey Cutler PRT – Provisionally registered teacher

1. Began with Stacey introducing her analysis of her PM running records that have been completed. Stacey has made adjustments to the grouping but has kept the same group names until the term ends.
2. Stacey has read her job description but has yet to sign as the class details needed to be amended from year 2, 3 to year 2.
3. Spoke about the appraisal process and the need to identify areas that she needs to develop at this stage in her practice. Richard referred to an earlier discussion that we had that identified behaviour management as a focus area. Stacy felt that she is progressively getting to know the students and this has helped with her management strategies. Stacey gave examples of how this has effective her behaviour management approach. One approach was to develop a table points system and changing and altering consequences for inappropriate actions.
4. Stacey is using her teacher judgement to ensure that learning intentions are unpacked and explicitly known to the students before beginning the teaching sessions. She is breaking down the meaning and using this in her classroom dialogue regularly. Richard reinforced the need to use teacher judgement to ensure that good progress is maintained in learning.
5. Stacey has been into ETap and made some general report comments. Schonnell data has been entered by Marg.
6. Stacey plans to be in school on Thursday 2nd (June) to do running records.
7. Stacey has asked to reschedule her planned parent teacher interview as things are very busy. Perhaps postpone till week 10 – Richard to follow up with MM
8. Today Stacey will focus on creating a class collage for her inquiry class study.
9. Stacey will run her writing sample next week, she was confident that she has given her class lots to develop around surface features and how these are used in writing.
10. RW to ask MM to model a lesson in room 2 for about 30 minutes using letterland. Richard will also look at the possibility of SC doing an observation of another teacher in a junior class, details to be finalised at a later date when the management team have had time to peruse RW’s proposal.

Meeting closed at 9am